


**DUTY STATEMENT  
DEPARTMENT OF STATE HOSPITALS – COALINGA**

<b>CLASSIFICATION:</b> <b>CHIEF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE SERVICES (SAFETY)</b>	
Approved by Medical Director: Dr. Michael Barsom (A) Signature: 	Date Approved: <b>09/20/2021</b>

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under general direction of the Medical Director, the Chief Psychiatrist (CRS) will plan and direct the psychiatry and mental health services programs for Department of State Hospitals (DSH) Coalinga.

**35% Management and Supervision**

Direct and oversee all psychiatric services and operations within DSH Coalinga. Coordinate the various psychiatric activities consistent with the mission of the hospital. Provide Clinical and Administrative supervision to psychiatric and clinical staff regarding psychiatric issues as they apply to the individuals served. Provide guidance, mentoring, training, feedback, corrective action, and discipline, as necessary.

**35% Clinical Services**

Supervise and participate in the diagnosis, care, and treatment for our patients. Investigate behavior problems and mental disorders, examine, diagnose, classify, prescribe treatment, and rehabilitation programs, secure and review data on heredity, congenital, and environmental factors; review medical examination findings, apply findings of psychological examinations; determine conditions related to behavior disorders and prescribe psychiatric treatment; give or direct the giving of psychotherapy and other treatment; direct and participate in staff conferences and clinics for discussion of psychiatric problems of patients and their care and treatment.

**30% Administration and Training**

Participate in professional, interdisciplinary, and hospital-wide committee work. Assists in planning and providing the necessary training of psychiatric and clinical staff. Ensure appropriate orientation and training of staff providing psychiatric services. Assist with the recruitment of psychiatry staff. Establish and maintain liaison and cooperative relationships with the medical staff, allied groups, and other agencies. Coordinate facility treatment functions with community health organizations by meeting with local government officials, agency representatives, community planning and advisory groups. Participate in hospital performance improvement activities. Ensure that the treatment

services achieve and maintain compliance with licensing and certification regulations

**2. SUPERVISING RECEIVED:**

Medical Director – DSH-Coalinga

**3. SUPERVISION EXERCISED:** Senior Psychiatrist (Supervisor), Senior Psychiatrist (Specialist), Supervising Registered Nurse (Safety)

**4. KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:** Principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and developmentally disabled; modern methods and principles of general medicine and neurology and skill in their application; literature and recent developments in the field of psychiatry; principles and practices of clinical psychology and psychiatric social work; principles and techniques of social psychiatric research; modern techniques, practices, and trends in the correction and prevention of delinquency and criminality; principles of effective supervision and personnel management; and principles, methods, and objectives of training treatment personnel.

**ABILITY TO:** Apply the principles and methods of psychiatry including diagnosis and treatment of behavior problems, mental and emotional disturbances, and mental deficiency; coordinate, supervise, and evaluate the work of professional employees, and instruct and advise them in their work; formulate and effect practical and comprehensive plans for the psychiatric care and treatment of adult and juvenile offenders; establish and maintain cooperative relations with those contacted in the work; prepare clear and concise reports; and communicate effectively.

**5. REQUIRED COMPETENCIES:**

**ANNUAL HEALTH REVIEW:** All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

**INFECTION CONTROL:** Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

**HEALTH AND SAFETY:** Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

**CPR:** Maintain current certification if applicable.

**THERAPEUTIC STRATEGY INTERVENTION (TSI):** Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

**CULTURAL AWARENESS:** Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

**RELATIONSHIP SECURITY:** Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

**PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION:** Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

**SITE SPECIFIC COMPETENCIES:** Demonstrates knowledge of the Enhancement Plan.

**TECHNICIAN PROFICIENCY (SITE SPECIFIC):** Demonstrates knowledge of Key Indicators related to medical services and the ability analyze monitoring data to enhance the mental health services provided.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.
7. **TRAINING:**  
Training Category – 5 – Training Procedure No. 03-11.  
The employee is required to keep current with the completion of all required training.
8. **WORKING CONDITIONS:**

**ADMINISTRATIVE DIRECTIVE AD-146:**

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

**DUTY STATEMENT: CHIEF PSYCHIATRIST, (C&RS (SAFETY))**

**Position Number: 437-620-9774-001**

**Revision Date: 9/10/2021**

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**EMPLOYEE IS REQUIRED TO:**

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

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Employee Signature

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Print Name

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Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date